



King County Board of Ethics
E224 King County Courthouse
516 Third Avenue M.S. 2C
Seattle, WA 98104
(206) 296-1586; FAX (206) 296-4329
board.ethics@metrokc.gov
www.metrokc.gov/ethics/

SPECIAL MEETING OF THE KING COUNTY BOARD OF ETHICS 2001 RETREAT

Date: Saturday, January 6, 2001
Time: 8:00 a.m. – 12:00 p.m.
Location: 304F HUB, University of Washington

AGENDA

8:00 a.m.	8:15 a.m.	Arrival; light refreshment (coffee, tea, juice, scones)
8:15 a.m.	8:45 a.m.	Review 2000 Annual Report
8:45 a.m.	9:45 a.m.	Review and approve 2001 Mission and Goals
9:45 a.m.	10:30 a.m.	Discussion of 2001 Business Plan
10:30 a.m.	10:45 a.m.	<i>Break</i>
10:45 a.m.	11:15 a.m.	Training and Education Web site 2001 Overview
11:15 a.m.	12:00 p.m.	Board Outreach Annual reception Meetings with legislative and executive branches Washington State Ethics Conference
12:00 p.m.	12:05 p.m.	Executive Session
12:10 p.m.		Adjourn

cc: Ron Sims, King County Executive
King County Councilmembers
Duncan Fowler, Director–Ombudsman, Office of Citizen Complaints
Sheryl V. Whitney, Director, DIAS
James J. Buck, Deputy Director, DIAS

Carl A. Johansen, Senior Deputy Prosecuting Attorney

Upon advance request, reasonable accommodations for people with disabilities are available by calling (206) 296-1586 or TTY 1-800-833-6388.
ALTERNATE FORMATS AVAILABLE

Minutes of the January 6, 2001, Special Meeting and Annual Retreat of the King County Board of Ethics

The January 6, 2001, special meeting and annual retreat of the King County Board of Ethics was called to order by Chair Price Spratlen at 8:30 a.m. Board members in attendance were:

Lois Price Spratlen, Ph.D., Chair
Mr. Roland H. Carlson
Margaret T. Gordon, Ph.D.
Lembhard G. Howell, Esq.
Rev. Paul F. Pruitt

Others in attendance:

Ms. Catherine A. Clemens, Administrator
Mr. James J. Buck, Deputy Director, Department of Information and Administrative Services

1. *Proposed Agenda.* Chair Price Spratlen requested the addition of an executive session as the last agenda item for the purpose of reviewing the performance of a public employee. With that addition, Dr. Gordon moved, and Mr. Howell seconded, that the board approve the proposed agenda. The board unanimously adopted the motion.

2. *Review the 2000 Annual Report.* Ms. Clemens walked the board through the 2000 Annual Report, beginning with highlights of achievements during the year. First, ethics training for all county supervisors became mandatory and the number of training hours for supervisors increased. Second, the legally required financial disclosure program achieved 100% compliance for the first time. And third, an amendment to the Code of Ethics regarding the consultant disclosure requirement proposed by the board received executive support and unanimous approval by the county council.

Under Goal I, education and training, the board expressed approval for the emphasis on training supervisors and new employees. Ms. Clemens stated that the executive had made ethics and other subjects required for supervisors mid-year. Mr. Carlson stated that he believed this support from the executive and the board's shift from policing to education occurred when Dr. Price Spratlen became chair. Rev. Pruitt

agreed, noting the pattern for staff changed from enforcer to educator. Dr. Price Spratlen thanked board members for their comments. She noted that the positive image stems also from the support the board receives from Mr. Buck and Ms. Whitney, Department of Information and Administrative Services, and board administrator and counsel. Dr. Gordon also acknowledged Dr. Price Spratlen's leadership that has led to consistent, innovative processes that allowed substantive work to be accomplished.

The Board reviewed performance measures related to Goal II, providing timely advice and guidance. Mr. Carlson stated that the board was going in the right direction by focusing on supervisor education and responsibilities, fewer board opinions and increased staff informational responses.

Ms. Clemens noted that Goal III, conducting the financial and consultant disclosure program results, had shown consistent improvement since 1997 in terms of compliance and processes. Dr. Gordon stated there are awards made to governments for successful programs every year and we should consider entering the disclosure programs for competition in one such award. Ms. Clemens mentioned that during the 2000 COGEL conference held in December, one session focused on financial disclosure, and the county's program compared favorably in all respects. Ms. Clemens offered to write an article for the COGEL newsletter, the Guardian, on the county's disclosure program. Rev. Pruitt suggested the article include not just statistics, but also the merit of the program. Dr. Gordon and Dr. Price Spratlen agreed to spearhead a board effort to investigate and apply for a program award.

The board adjourned for a short break at 9:31 a.m. and reconvened at 9:40 a.m.

The board discussed the issue of reimbursement for parking and travel expenses not allowed to board and commission members. Dr. Price Spratlen asked that Mr. Buck consider buying a block of parking spaces in the Bank of California Building for use by the board on meeting days. After discussion, Mr. Howell moved that the Chair send a letter on behalf of the board to Executive Sims expressing its concern that such reimbursement should be allowed. Rev. Pruitt seconded the motion and the board approved the motion.

The board reviewed the remainder of the 2000 Annual Report and noted the work of the board and office will again be accomplished under budget. Dr. Gordon moved to accept the 2000 Annual Report; Rev. Pruitt seconded the motion and the motion passed unanimously. The board also decided that the formal, published report should include a message from the board.

3. Review and Approve 2001 Mission and Goals. The board reviewed its current mission and goals. Mr. Howell suggested moving Goal V, a systematic review of the Code of Ethics, to Goal II and move the remaining three goals downward. With that change, Dr. Gordon moved to accept the 2001 Mission and Goals; Mr. Carlson seconded the motion and the motion passed unanimously.

4. *Discussion of 2001 Business Plan.* Ms. Clemens guided the board through the 2001 Board of Ethics Business Plan, including goals, implementation steps and performance measures. The document was previously reviewed by Mr. Buck and incorporated into DIAS 2001 business planning. Following review and discussion, Mr. Carlson moved to accept the 2001 business plan; Mr. Howell seconded the motion and the motion passed unanimously.

5. *Training and Education. Web Site.* Ms. Clemens explained the importance of a complete and informative web site, since the ethics office is staffed by one person. She reviewed with the board a copy of the ethics web page, noting it contains extensive information on the board itself and how the board serves the county; a copy of the ethics code and a summary of the code; complete text of all advisory opinions; complete text of all procedures and rules of the board; guides, information and current forms for disclosure programs; and meeting schedule and minutes of board meetings since 1998. Ms. Clemens acknowledged the assistance with web development from Ms. Anne Bruskland, staff within DIAS's director's office. Ms. Clemens hopes to add an ethics game to the web site in 2001-2002 and may seek a community college student to assist in the task. Dr. Gordon stated that she would like to hear of other ideas Ms. Clemens has, such as the ethics game. These new innovations would present new challenges and, if supported by the board and county, would provide incentives to maintain an interesting and challenging work place for Ms. Clemens. The board voiced approval for the site; Mr. Carlson moved to accept the web page; Mr. Howell seconded the motion and the motion passed unanimously.

The board reviewed the 2001 Education and Training Outreach Summary presented by Ms. Clemens. The summary identified specific groups on which to focus training efforts in the coming year, beginning with new employees and supervisors. Chair Price Spratlen suggested developing a reasonable schedule for meeting with board and commission members and possibly tying into community meetings conducted by council members.

The board adjourned for a short break at 10:35 a.m. and reconvened at 10:50 a.m.

6. *Board Outreach. Annual reception.* The board discussed the purpose and goals of the annual reception. They decided to again hold the reception but move the time to mid-day and offer sandwiches. Members considered speakers and recognizing staff and specific people during the event. They determined that each member would contact one or two council members, either on the phone or in person, to invite and confirm their attendance. They determined that the Chair would speak briefly outlining last year's accomplishments, identifying major areas of work for 2001 such as code review and expressing appreciation for the legislative and executive branches of government. Meetings with legislative and executive branches. The board reviewed the history of meetings with representatives from the legislative and executive branches and planned to continue such meetings. Washington State Ethics

Conference. In recognition of the level of work required by board staff to participate in a meaningful way in conference production, the board suggested partnering with higher education and other ethics agencies in the future. Ms. Clemens stated she had begun a dialogue with the University of Washington's Cascade Center. Dr. Gordon suggested contacting Dr. Patrick Dobel of the Daniel J. Evans School of Public Affairs for this discussion. Mr. Howell moved that the ethics office play a major role in the Washington State Ethics Conference in 2002; Rev. Pruitt seconded the motion and the board unanimously approved the motion.

7. *Executive Session.* At 12:04 p.m. Chair Price Spratlen requested that the meeting move into executive session for the purpose of discussing the performance of a public employee. The Chair announced that the executive session would conclude in five minutes.

At 12:08 p.m., the board completed the executive session and resumed its regular meeting.

Mr. Carlson moved, and Dr. Gordon seconded, a motion to adjourn the meeting. The board unanimously approved the motion and the meeting was adjourned at 12:10 p.m.

Approved this 16th day of January, 2001, by the King County Board of Ethics.

Signed for the Board: _____
Dr. Lois Price Spratlen, Chair